

**In Cooperation with the  
U.S. Department of Labor**



Form Approved  
B. No. 1220-0042

**1** Which of the following options describes the status of the location(s) in Item 3 as of the reference date also printed in Item 3?

- ☐ Operating: Go to Item 2.
- ☐ Temporarily closed during the reference period: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided.
- ☐ Permanently out of business as of \_\_/\_\_/\_\_\_\_: Return the form to the address at the top.
- ☐ Sold or merged: Enter the new name and address below, then go to Item 2.

New Address: \_\_\_\_\_

**2** Our records show that your main products or services are related to those listed below. If they are not, please list your main products or services on the lines provided and continue with the rest of the report.

**3** This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. *Please make any needed address corrections.*

**4** How many employees, **both full and part-time**, worked at this location(s) during the pay period that included the reference date printed in Item 3?

Enter the number here...

### Include

- ◆ Full or part-time paid workers
- ◆ Workers on paid leave
- ◆ Workers assigned temporarily to other units
- ◆ Incorporated firms - paid owners, officers, and staff

### Do Not Include

- ◆ Contractors and temporary agency employees not on your payroll
- ◆ Unpaid family workers
- ◆ Workers on unpaid leave
- ◆ Unincorporated firms - proprietors, owners, and partners
- ◆ Workers not covered by unemployment insurance

Do all employees reported above work at one location?

☐ Yes ☐ No... Enter number of locations

**5** Please tell us who to contact if we have questions about your data.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail address: \_\_\_\_\_

FOR  
OFFICE  
USE ONLY

## Instructions for Reporting by Occupation

- Report employees in the occupations in which they are working, **not** necessarily in occupations for which they have been trained.

**For example:** An employee trained as an engineer, but working as a drafter, should be reported as a drafter.

- Report each employee only once in the occupation that requires the **highest** level of skill if the employee performs work in two or more occupations. If there is **no** measurable difference in skill requirements, report employees in the occupation in which they spend the **most** time.
- Use the description of duties along with the job titles to determine where to place employees. Do not rely on job titles alone.
- Report **apprentices** and **trainees** in the job for which they are being trained. Report **helpers** separately because they are not in training for the occupation they are helping.
- Report part-time workers in the job they perform.
- Professionals who directly supervise other workers in professional occupations should be classified in the same occupation as the workers they supervise. For example, a drafter that supervises other drafters is classified as a drafter.
- Workers in Service, Sales, Office and Administrative, Forestry and Farming, Production, Maintenance, and Transportation occupations who spend 80 percent or more of their time performing supervisory duties should be reported as supervisors. Workers with supervisory duties who spend less than 80 percent of their time supervising should be reported with the workers they supervise.

## Instructions for Reporting Wage Information

**For all employees:**

- Please use the hourly and annual wage rate categories to report employees. If wages are not recorded by hour or year (bi-weekly, or monthly for example), convert them into an hourly wage rate.
- For part-time workers, please report the specific hourly wage rate, not an average.
- For tip, commission, and piece-rate workers, please estimate the earnings (base pay plus tips, commissions, or piece rates), and report the appropriate wage.
- For salaried workers who do not work a standard 2080 hours per year (40 hours per week), please report wages on an hourly basis. For workers who are paid an annual salary by contract, such as Airline Pilots, report their annual salary.
- Include and/or exclude from pay as follows:

Include as pay
----------------

- Base Rate
- Commissions
- Cost-of-Living Allowance
- Deadheading Pay
- Guaranteed Pay
- Hazard Pay
- Incentive Pay
- Longevity Pay
- Piece Rate
- Portal-to-Portal Rate
- Production Bonus
- Tips

Exclude as pay
----------------

- |                         |                          |
|-------------------------|--------------------------|
| • Attendance Bonus      | • Perquisites            |
| • Back Pay              | • Profit Sharing Payment |
| • Draw                  | • Relocation Allowance   |
| • Holiday Bonus         | • Severance Pay          |
| • Holiday Premium Pay   | • Shift Differential     |
| • Jury Duty Pay         | • Stock Bonuses          |
| • Lodging Payments      | • Tool Allowance         |
| • Meal Payments         | • Tuition Repayments     |
| • Merchandise Discounts | • Uniform Allowance      |
| • Nonproduction Bonus   | • Weekend Pay            |
| • On-call Pay           |                          |
| • Overtime Pay          |                          |

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. This report is authorized by law, 29 U.S.C. §2. Your voluntary cooperation is needed to make the results of this report comprehensive, accurate, and timely.

\*We estimate that it will vary from 30 minutes to 6 hours to complete this report, depending on such factors as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment Statistics (1220-0042), 2 Massachusetts Avenue NE, Suite 2135, Washington, DC 20212. Please do not return your questionnaire to this address. Use the enclosed preaddressed envelope or the address provided at the top of the first page to return your completed questionnaire. You do not have to complete this questionnaire if it does not display a currently valid OMB control number.

## Instructions for Completing the Report

On the following pages you will find the Occupational Employment Report. Please refer to the example below and the guidelines on page ii for instructions on how to complete the form. If you have employees whose occupations are not found in the list provided, please use the supplemental pages at the end of this report. Please write each unique occupational title on a separate line along with a short description of duties, the number of employees in each wage category, and the total employment for each occupation.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
<b>Accountants and Auditors</b> - Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.				1	2	3								6
13-2011														

**1** For each occupation listed, read the definition to determine which occupations are found in your establishment.

**2** For each occupation that is found in your establishment, write in the number of workers in this occupation, based on their wages.

For example, there are six Accountants in your establishment. One is part-time, working 20 hours a week, and earns \$12,480 per year; and five are full-time: two earn \$32,000 per year, and three earn \$46,000. Calculate an hourly wage for the part-time worker by dividing the annual wage by the number of hours worked; 20 hrs x 52 weeks = 1040 hrs/yr, \$12480/1040 hrs = \$12/hr. Write "1" in column C. For the full-time workers, use their annual wage: write "2" in column D and "3" in column E.

**3** Add up the total number of workers in this occupation and write the figure in the Total Employment column, making sure the total agrees with your records.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment

**Management Occupations**  
 (Managers in this section generally have other managers/supervisors reporting to them.)

<b>Chief Executives -</b> Formulate policies and provide overall direction of private and public organizations within guidelines set up by a board of directors or other governing body. Plan, direct, or coordinate operational activities with the help of subordinate executives and managers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1011													
<b>General and Operations Managers -</b> Plan, direct, or coordinate the operations of public or private organizations. Responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too general to be classified in any one functional area of management or administration. Excludes First-Line Supervisors.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-1021													
<b>Sales Managers -</b> Plan, direct, or coordinate the distribution of a product or service to the customer. Establish sales territories, quotas, goals, and training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and to monitor the preferences of customers.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-2022													
<b>Administrative Services Managers -</b> Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, and other support services. Medical records administrators are included in "Medical and Health Services Managers." Excludes "Purchasing Managers."	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3011													
<b>Computer and Information Systems Managers -</b> Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	A	B	C	D	E	F	G	H	I	J	K	L	T
11-3021													

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		A	B	C	D	E	F	G	H	I	J	K	L	T
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Hourly (part-time or full-time)														
Annual Salary (full-time only)														
<b>Financial Managers -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.														
11-3031														
<b>Purchasing Managers -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Plan, direct, or coordinate the activities of buyers and related workers involved in purchasing materials, products, and services. Includes wholesale or retail trade merchandising managers and procurement managers.														
11-3061														
<b>Transportation, Storage, and Distribution Managers -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers.														
11-3071														
<b>Business and Financial Operations Occupations</b>														
<b>Wholesale and Retail Buyers, Except Farm Products -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level. Analyze past trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise. Includes assistant buyers of nonfarm products.														
13-1022														
<b>Accountants and Auditors -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Analyze and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. Excludes "Tax Examiners and Collectors, and Revenue Agents."														
13-2011														
<b>Computer and Mathematical Occupations</b>														
<b>Computer Programmers -</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Create, modify, and test computer applications code, forms, and script. Work from specifications drawn up by software developers or others. May analyze user needs and design software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.														
15-1131														

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## Healthcare Practitioners and Technical Occupations

<b>Optometrists -</b> Diagnose, and treat conditions and diseases of the human eye. Examine eyes, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat specific eye conditions. Excludes "Ophthalmologists." <div>29-1041</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Pharmacists -</b> Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners about medication. <div>29-1051</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Respiratory Therapists -</b> Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Select, assemble, check, and operate equipment. <div>29-1126</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Registered Nurses -</b> Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists. Excludes "Nurse Anesthetists," "Nurse Midwives," and "Nurse Practitioners." <div>29-1141</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Audiologists -</b> Assess and treat persons with hearing and related disorders. May fit hearing aids and provide auditory training. May perform research related to hearing problems. <div>29-1181</div>	A	B	C	D	E	F	G	H	I	J	K	L	T
<b>Pharmacy Technicians -</b> Prepare medications under the direction of a pharmacist. <div>29-2052</div>	A	B	C	D	E	F	G	H	I	J	K	L	T

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
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Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
<b>Opticians, Dispensing -</b> Design, measure, fit, and adapt lenses and frames for client according to optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Assist client with selecting frames. Prepare work order for optical laboratory. Adjust frame and lens position to fit client. May shape or reshape frames. Includes contact lens opticians.		A	B	C	D	E	F	G	H	I	J	K	L	T
29-2081														
<b>Orthotists and Prosthetists -</b> Design, measure, fit, and adapt orthopedic braces, appliances or prostheses.		A	B	C	D	E	F	G	H	I	J	K	L	T
29-2091														
<b>Healthcare Support Occupations</b>														
<b>Pharmacy Aides -</b> Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.		A	B	C	D	E	F	G	H	I	J	K	L	T
31-9095														
<b>Protective Service Occupations</b>														
<b>Security Guards -</b> Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. Excludes "Transportation Security Screeners."		A	B	C	D	E	F	G	H	I	J	K	L	T
33-9032														
<b>Food Preparation and Serving Related Occupations</b>														
<b>First-Line Supervisors of Food Preparation and Serving Workers -</b> Directly supervise and coordinate activities of workers engaged in preparing and serving food.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-1012														
<b>Combined Food Preparation and Serving Workers, Including Fast Food -</b> Perform duties which combine preparing and serving food and nonalcoholic beverages.		A	B	C	D	E	F	G	H	I	J	K	L	T
35-3021														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
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Counter Attendants, Cafeteria, Food Concession, and Coffee Shop - Serve food to diners at counter or from a steam table. Counter attendants who also wait tables are included in "Waiters and Waitresses."		A	B	C	D	E	F	G	H	I	J	K	L	T
		35-3022												

## Building and Grounds Cleaning and Maintenance Occupations

<b>Janitors and Cleaners, Except Maids and Housekeeping Cleaners -</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Keep buildings in clean and orderly condition. Perform heavy cleaning duties. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.													
<b>37-2011</b>													

## Personal Care and Service Occupations

<b>First-Line Supervisors of Personal Service Workers -</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies.													
<b>39-1021</b>													

<b>Hairdressers, Hairstylists, and Cosmetologists -</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Please include tips when calculating wages.													
<b>39-5012</b>													

## Sales and Related Occupations

<b>First-Line Supervisors of Retail Sales Workers -</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Directly supervise and coordinate activities of retail sales workers. Duties may include purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.													
<b>41-1011</b>													

<b>First-Line Supervisors of Non-Retail Sales Workers -</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties.													
<b>41-1012</b>													



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		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
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<b>Cashiers -</b> Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. Excludes "Gaming Cage Persons and Booth Cashiers."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-2011														
<b>Counter and Rental Clerks -</b> Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute cost, and accept payment. Excludes "Counter Attendants, Cafeteria, Food Concession, and Coffee Shop," "Order Clerks," and "Reservation and Transportation Ticket Agents and Travel Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-2021														
<b>Retail Salespersons -</b> Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. Excludes "Cashiers."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-2031														
<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products -</b> Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education. Excludes "Sales Engineers."		A	B	C	D	E	F	G	H	I	J	K	L	T
41-4011														
<b>Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products -</b> Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.		A	B	C	D	E	F	G	H	I	J	K	L	T
41-4012														
<b>Demonstrators and Product Promoters -</b> Demonstrate merchandise for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.		A	B	C	D	E	F	G	H	I	J	K	L	T
41-9011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total  Employment
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

Office and Administrative Support Occupations

<b>First-Line Supervisors of Office and Administrative Support Workers -</b> Directly supervise and coordinate the activities of clerical and administrative support workers.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-1011													
<b>Bill and Account Collectors -</b> Solicit payment from delinquent customers. Receive payment and post amount to customer's account; prepare statements to credit department if customer fails to respond; initiate repossession proceedings or service disconnection; and keep records of collection and status of accounts.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3011													
<b>Billing and Posting Clerks -</b> Compile, compute, and record data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3021													
<b>Bookkeeping, Accounting, and Auditing Clerks -</b> Compute, classify, and record data to keep financial records complete. Perform routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Excludes "Payroll and Timekeeping Clerks."	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3031													
<b>Payroll and Timekeeping Clerks -</b> Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3051													
<b>Procurement Clerks -</b> Compile information and records to draw up purchase orders for procurement of materials and services.	A	B	C	D	E	F	G	H	I	J	K	L	T
43-3061													

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over		
<b>Customer Service Representatives -</b> Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Excludes individuals whose duties are primarily installation, sales, or repair.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4051														
<b>File Clerks -</b> File correspondence, cards, invoices, receipts, and other records. Locate and remove material from file when requested.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4071														
<b>Order Clerks -</b> Receive and process incoming orders for materials, merchandise, classified ads, or services such as repairs, installations, or facility rental. Inform customers of receipt, prices, shipping dates, and delays, prepare contracts, and handle complaints. Excludes dispatchers who both dispatch and take orders for services.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4151														
<b>Human Resources Assistants, Except Payroll and Timekeeping -</b> Compile and keep personnel records. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4161														
<b>Receptionists and Information Clerks -</b> Answer inquiries and provide information regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-4171														
<b>Production, Planning, and Expediting Clerks -</b> Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Excludes "Weighers, Measurers, Checkers, and Samplers, Recordkeeping."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5061														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
Hourly (part-time or full-time)														
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
<b>Shipping, Receiving, and Traffic Clerks -</b> Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Assemble, address, stamp, and ship merchandise or material; receive, unpack, verify and record incoming merchandise or material; and arrange for the transportation of products. Excludes "Stock Clerks and Order Fillers."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5071														
<b>Stock Clerks and Order Fillers -</b> Receive, store, and issue sales floor merchandise, materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays. Excludes "Shipping, Receiving, and Traffic Clerks."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-5081														
<b>Executive Secretaries and Executive Administrative Assistants -</b> Provide high-level administrative support. Conduct research, prepare statistical reports, handle information requests, and perform clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6011														
<b>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive -</b> Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining files, or providing information to callers.		A	B	C	D	E	F	G	H	I	J	K	L	T
43-6014														
<b>Computer Operators -</b> Monitor and control electronic computer and peripheral electronic data processing equipment to process data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices. Excludes "Computer Occupations" and "Data Entry Keyers."		A	B	C	D	E	F	G	H	I	J	K	L	T
43-9011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total Employment
<b>Data Entry Keyers -</b> Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Excludes "Word Processors and Typists."		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
43-9021														
<b>Office Clerks, General -</b> Perform duties too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Duties may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.														
43-9061														
<b>Installation, Maintenance, and Repair Occupations</b>														
<b>First-Line Supervisors of Mechanics, Installers, and Repairers -</b> Directly supervise and coordinate the activities of mechanics, installers, and repairers. Excludes team or work leaders.														
49-1011														
<b>Medical Equipment Repairers -</b> Test, adjust, or repair biomedical or electromedical equipment.														
49-9062														
<b>Maintenance and Repair Workers, General -</b> Perform work involving the skills of two or more maintenance occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing equipment; and repairing buildings, floors, or stairs.														
49-9071														
<b>Production Occupations</b>														
<b>First-Line Supervisors of Production and Operating Workers -</b> Directly supervise and coordinate the activities of production and operating workers. Excludes team or work leaders.														
51-1011														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment
<b>Medical Appliance Technicians -</b> Construct, fit, maintain, or repair medical supportive devices, such as braces, orthotics and prosthetic devices, joints, arch supports, and other surgical and medical appliances.		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
<b>51-9082</b>														
<b>Ophthalmic Laboratory Technicians -</b> Cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements. Assemble and mount lenses into frames. Includes precision lens polishers or grinders, centerer-edgers, and lens mounters. Excludes "Opticians, Dispensing."		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
<b>51-9083</b>														
<b>Photographic Process Workers and Processing Machine Operators -</b> Perform work involved in developing and processing photographic images from film or digital media. May perform precision tasks such as editing photographic negatives and prints.		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
<b>51-9151</b>														
Transportation and Material Moving Occupations														
<b>First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand -</b> Directly supervise and coordinate the activities of helpers, laborers, or material movers.		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
<b>53-1021</b>														
<b>First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators -</b> Directly supervise and coordinate activities of transportation and material-moving machine and vehicle operators and helpers.		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>T</b>
<b>53-1031</b>														

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)		under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	
<b>Driver/Sales Workers -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
Drive vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Includes newspaper delivery drivers. Excludes "Light Truck or Delivery Services Drivers."														
53-3031														
<b>Light Truck or Delivery Services Drivers -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
Drive a light vehicle, such as a truck or van, with a capacity of less than 26,000 pounds Gross Vehicle Weight (GVW), primarily to deliver or pick up merchandise or to deliver packages. May load and unload vehicle. Excludes "Couriers and Messengers" and "Driver/Sales Workers."														
53-3033														
<b>Laborers and Freight, Stock, and Material Movers, Hand -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. Excludes material moving workers who use power equipment.														
53-7062														
<b>Packers and Packagers, Hand -</b>		A	B	C	D	E	F	G	H	I	J	K	L	T
Pack or package by hand a wide variety of products and materials.														
53-7064														
Subtotal Employment														T

## Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)													
	A	B	C	D	E	F	G	H	I	J	K	L	T	
	Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over	Total  Employment
	Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	



## Instructions for Completing the Supplemental Page

Please use these supplemental pages to report employees whose occupations were not found on the preceding pages. Please write in each unique occupational title, a short description of duties, the number of employees found in each wage column, and the total employment for each occupation. Refer to pages ii and iii for detailed instructions on how to report by occupation, how to determine wages, and how to complete the report. If you need additional space to report the workers in your establishment, please photocopy this page.

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES		NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
		A	B	C	D	E	F	G	H	I	J	K	L	T
		Hourly (part-time or full-time)	under \$9.25	\$9.25 - 11.74	\$11.75 - 14.74	\$14.75 - 18.74	\$18.75 - 23.99	\$24.00 - 30.24	\$30.25 - 38.49	\$38.50 - 48.99	\$49.00 - 61.99	\$62.00 - 78.74	\$78.75 - 99.99	\$100.00 and over
Annual Salary (full-time only)	under \$19,240	\$19,240 - 24,439	\$24,440 - 30,679	\$30,680 - 38,999	\$39,000 - 49,919	\$49,920 - 62,919	\$62,920 - 80,079	\$80,080 - 101,919	\$101,920 - 128,959	\$128,960 - 163,799	\$163,800 - 207,999	\$208,000 and over	Employment	

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

A	B	C	D	E	F	G	H	I	J	K	L	T

FOR OFFICE USE ONLY	FIPS	Schedule Number	NAICS Code	Unit Total Employment	Reviewed By	Date Reviewed	Subtotal Employment - this page	
							Total Employment identified on this form	